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1st Draft
14 January 1969

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : CIA Records Management Board -- Report No. 2

REFERENCE : Memo dated 30 Aug. 68 from DDS to Dep. Dirs. and Ind. Offs. subj.: "Creation of the CIA Records Management Board."

1. This memorandum is for information only.

2. This past quarter the CIA Records Management Board, established by the referent memorandum, has considered several paperwork problems but it has concentrated on the Agency's most urgent records problem; the storage of inactive records. As you directed, all components are conducting reviews of their records stored at the Agency Records Center in an effort to reduce the volume on hand. The progress reports from each Directorate and the DCI Area are attached. Overall those reports indicate that _____ cubic feet of records have been removed from the Center during this last quarter of 68. (This includes disposals or transfers outside the Agency or returned to offices for review.) The Directorates disposal was as follows: DDP - 1,100; DDS - 1,004; DDI _____; DCI _____; DDS&T _____; Only a very few of the smaller Offices are finished and a considerable number of records remain to be reviewed. The above disposal is more than usual and provides a net reduction in volume because the disposal exceeds new

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deposits by 469 cubic feet. At this period last year the Center had a 3,348 cubic feet increase in volume.

3. The component activity during this Records Purge includes plans for more than records review and disposal. Their reports include accomplishments in reducing the scheduled retention periods which will provide volume reduction benefits in the future. Also several surveys are underway to consider transfers of responsibility, elimination of certain files, and possible conversion of hardcopy files to miniaturized form on microfilm or microfiche or so forth. Among the other actions taken are: reviews of Office files and procedures which reduced new deposits this quarter to 1,000 cubic feet below the same period last year. New File instructions have been issued as has Guidance for the identification of Historical Documents and Legal Records. Screening of records before deposit have reduced such deposits by 50% in some cases. The National Archives has been contacted for a new policy permitting the disposal of the permanent records that have been microfilmed. The Archivist has assured us the revised Regulations should be published by March.

4. The Board has evaluated the records storage capacity available and the several variables effecting the Agency's ability to fit in the existing Records Center in the coming years. A mathematical formula has been devised and is attached as TAB A. We find that in order to remain in the current Center for 5 or 10 years will require the microfliming of 3,000 or 5,000 cu. ft. of records each year. The formula incorporates the capacity of the Center, the estimated accessions, disposals, and the space expected to be available after the Purge. The problems

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attendant to such an annual microfilming effort involve more than $100,000 per year and several new permanent personnel positions; ~~such~~ also as new office procedures and equipment to accommodate the use of microfilm files. Details on this activity are set forth in TAB B. Such use of microforms is in greater use than in the past and is a serious alternative for consideration.

5. The Board has examined several alternative plans and these are set forth in TAB C. For example:

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